

# 2009/2010 Fee Waiver Eligibility Requirements and Procedures

## Introduction

During 2009–2010, ACT will again make fee waivers for the ACT® test available to economically disadvantaged high school juniors or seniors. Funds are limited, however, and once they have been exhausted, requests for waivers will be denied. Schools are therefore encouraged to seek alternate funding sources within the community.

**Fee waivers cover the basic registration fee for either the ACT (No Writing) or the ACT Plus Writing. Students MUST indicate which test option they wish to take when they register. Students can register with a waiver on the Web or by mail. Instructions are on the waiver.**

In order to serve as many economically disadvantaged students as possible, only students who meet the requirements outlined in this brochure are eligible for an ACT Fee Waiver.

## What the ACT Fee Waiver Covers

**Fee waivers cover the basic registration fee, including one report to the high school (if the student authorizes reporting) and up to four college choices (if valid codes are provided when the student registers).**

**Waivers may NOT be used to pay for any of the following:**

- Late registration fee
- Test date, test option, or test center change fee
- Additional college choices
- Standby fee
- Other services or products
- Residual (on-campus) testing

No refunds can be made to students who have paid their registration fee, even if they would have been eligible for a waiver.

## Eligibility Requirements

Students must meet ALL THREE of the following eligibility requirements.

**1. Economic Need.** Students must meet one or more of the following indicators of need:

- Student's family receives public assistance.
- Student is a ward of the state.
- Student resides in a foster home.
- Student is homeless.
- Student participates in the free or reduced-price lunch program at school.
- Student participates in a federally funded TRIO program such as Upward Bound.
- Student's total family income is at or below the following maximum amounts established by the Bureau of Labor Statistics Low Standard Budget for 2009:

No. in Family	2009 Total Income Before Taxes
1	\$ 12,100
2	19,800
3	27,200
4	33,600
5	39,600
6	46,300
More than 6	46,300 plus \$3,600 for each additional family member

**2. Grade Level.** Fee waivers are available ONLY to students currently enrolled in high school as juniors or seniors.

**3. Usage Restriction.** To ensure that limited funds reach as many eligible students as possible, students may use a maximum of TWO fee waivers total. Due to processing costs, the waiver is used once the student registers (or is approved for Special Testing), even if the student does not test on the requested test date.

## Procedures

Requests must be submitted on a current, official ACT fee waiver form. Fee waivers are valid through August 31 each year. Altered forms, photocopied forms, obsolete forms, or requests on letterhead will NOT be accepted. Each request is valid only if it is properly completed and personally signed by both the student and school/agency official. Each waiver has a **serial number** printed in the top-right corner.

- **If registering on the Web**, the student must enter the serial number of the waiver on the payment screen and then follow the directions on the screen to "apply" the waiver to validate it. Finally, the student must click "Submit" to complete the registration.
- **If registering by mail**, the student must enter the serial number of the waiver in Block W of the registration folder and return the completed and signed waiver **with** the completed registration folder. (See the instructions in *Registering for the ACT*.)
- **If requesting Special Testing**, the completed and signed waiver must be submitted **with** the completed *Request for ACT Special Testing*.

## Distribution of Forms

Fee waiver forms are routinely mailed each summer to high schools that had students who submitted fee waivers during the preceding academic year. The number of waivers allocated for 2009–2010 is based on the number processed in 2008–2009.

Fee waivers are available to high schools, active Upward Bound projects, and qualifying not-for-profit organizations. Officials who identify eligible students may contact ACT Registration to order fee waivers. Fee waiver forms are normally delivered within seven to ten working days of receiving the order.

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